



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 01-09-013	OPENING DATE: 01-28-09	CLOSING DATE: 02-20-09	OPEN TO ALL CANDIDATES
POSITION: Foreign Language (Spanish) Interpreter JS 945-12	TYPE OF APPOINTMENT: Career Service		SALARY: \$77,973-\$95,026 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Special Operations	LOCATION: 500 Indiana Avenue, NW		Tour of Duty: Full-time

BRIEF DESCRIPTION OF DUTIES: Incumbent will serve as Spanish Language Interpreter in courtroom cases, as well as any other courthouse activity that requires interpreting services. Provides translation services of all types of written documents to and from the Court; correspondence between Court and defendants and/or their family; and correspondence for the judges. Incumbent must have the capability to interpret in court hearings, conversations, meetings or conferences with fluency and accuracy. Interprets English into Spanish simultaneously, in a low volume, for the benefit of the parties to the case. Interpreter also interprets testimony consecutively from English into Spanish and vice versa. This position requires walking to and from courtrooms, sitting and standing for long periods of time while interpreting. Assist the Coordinator in making daily assignments where interpreters are needed on a daily basis. Serves as interpreter coordinator in absence of both interpreter coordinators.

MINIMUM QUALIFICATIONS: Four (4) years of experience providing interpreting and translation services and Federal Certification as Spanish/English Court Interpreter is required. **Proof of certification or Diploma must be attached at the time your application is submitted.** Please submit a copy of your most recent performance evaluation with your application, if available.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond to the ranking factors will disqualify you from further consideration.**

1. Knowledge of Spanish and English to provide interpretation with correct grammar, idioms, and pronunciation.
2. Knowledge of legal terminology and legal process.
3. Ability to interact effectively with judicial officers, interpreters, staff and the public, with sensitivity to multicultural issues.
4. Ability to provide written translation from English to Spanish and vice versa using correct grammar, syntax, and spelling to produce legal documents and informative documents.
5. Ability to interpret in simultaneous and consecutive modes, and to sight-translate documents.

SELECTION PROCESS: After a review of applications and ranking factors, interviews and/or writing samples in Spanish and English may be required of highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit D.C. Courts Application and Ranking Factor Responses:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001;

Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.; Fax to (202) 879-4212

For a court application, call (202) 879-0496, or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.